



## CITY COUNCIL MEETING AGENDA

Monday, July 8, 2024 @ 6:00 PM

**Mayor:** Andrew Rudlang      **City Clerk:** Krista Okerman  
**City Council:**      **City Attorney:** Brad Person  
Jerimey Flategraff (Mayor Pro-Tem)  
Roman Siltman  
Ryan Barnett  
Melissa Haff

City of Jenkins  
33861 Cottage Avenue  
Jenkins, MN 56474  
(218) 568-4637

Join Zoom Meeting  
<https://zoom.us/join>  
Meeting ID: 353 029 2895  
Password: 56474  
Dial by location: (312) 626-6799 (US Chicago)

**NOTE:** Printed materials relating to agenda items are available for public inspection in a three-ring binder on table by Council Chamber entrance.

1. Call to Order – Pledge of Allegiance
2. Roll Call
3. Agenda Additions/Deletions
4. Consent Agenda
  - a. Agenda
  - b. March – May Financial reports
  - c. Pre-written payroll, Council payroll check #'s 24440-24450 & EFT; **\$10,577.99**
  - d. Proposed check #'s 24451-24464; **\$17,479.67**

**TOTAL EXPENSES = \$28,057.66**

5. Open Forum

*Note: This is a time to address the City Council regarding items that are not on the agenda. Please wait for the Mayor to acknowledge you. State your name, address and topic you wish to discuss for the record. No response or action will be immediately taken to citizen request other than to refer the matter to City staff for further research and a written report back to the City Council.*

**PLEASE NOTE THAT PUBLIC COMMENT MAY BE LIMITED TO 3 MINUTES PER PERSON.**

6. Unfinished Business
  - a. PBSBA videography project
  - b. Possible Land Acquisition
7. New Business
  - a. 2024 Elections Information and Write-In Resolution #24-07-292
  - b. Donations Resolution #24-07-293
8. Reports of Officers, Committees, Staff
  - a. Mayor's Report
  - b. Clerk's Report
  - c. Parks Report
9. Miscellaneous/Communication
10. Adjournment

4b  
March 2024

For the Period : 3/1/2024 To 3/31/2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$328,571.72	\$5,897.09	\$16,374.08	\$318,094.73	\$3,271.70	\$820.48	\$315,643.51
CARES/ARPA	\$1,253.37	\$0.00	\$0.00	\$1,253.37	\$0.00	\$0.00	\$1,253.37
Small Cities Development Program	(\$21,070.24)	\$0.00	\$25,675.00	(\$46,745.24)	\$0.00	\$1,600.00	(\$45,145.24)
Charitable Gambling Fund	\$28,298.81	\$0.00	\$0.00	\$28,298.81	\$0.00	\$0.00	\$28,298.81
2023A Improvement Program Fund Account	\$202,579.05	\$0.00	\$0.00	\$202,579.05	\$0.00	\$0.00	\$202,579.05
4-year CD #10096423 - Ops Reserve	\$57,549.50	\$129.13	\$0.00	\$57,678.63	\$129.13	\$0.00	\$57,549.50
Savings Account-Committed Funds	\$176,187.23	\$28.90	\$0.00	\$176,216.13	\$28.90	\$0.00	\$176,187.23
2023 Street Improvements Construction	(\$87,928.15)	\$606.67	\$0.00	(\$87,321.48)	\$606.67	\$0.00	(\$87,928.15)
<b>Total</b>	<b>\$685,441.29</b> ✓	<b>\$6,661.79</b> ✓	<b>\$42,049.08</b> ✓	<b>\$650,054.00</b> ✓	<b>\$4,036.40</b>	<b>\$2,420.48</b>	<b>\$648,438.08</b>

Date

Fund Name: All Funds

Date Range: 03/01/2024 To 03/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
03/05/2024	Court Administrator	232384	Ohr Restitution	(03/05/2024) -	N	Compensation for Loss of General Fixed Assets	100-39102-	\$ 200.00
								<u>\$ 200.00</u>
03/11/2024	OM SHRI	232385	Liquor license 2024-2025, Americlnn	(03/11/2024) -	N	Alcoholic Beverages	100-32110-	\$ 150.00
								<u>\$ 150.00</u>
03/12/2024	Crow Wing County	232386	Fines	(03/12/2024) -	N	Court Fines	100-35101-	\$ 181.49
								<u>\$ 181.49</u>
03/18/2024	A-Pine	232387	R.A.L.K. 2024 Intox Liquor License Renewal with Sunday Sales	(03/18/2024) -	N	Alcoholic Beverages	100-32110-	\$ 550.00
								<u>\$ 550.00</u>
03/19/2024	Dan Hoefs	232388	Land Use Permit for new construction and pole shed + E911 Address Request	(03/19/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 1,163.90
							E-911 addressing fee	100-32251-
								<u>\$ 75.00</u>
								<u>\$ 1,238.90</u>
03/26/2024	IIMC	232389	membership overpayment reimbursement	(03/26/2024) -	N	Refunds and reimbursements	100-36240-	\$ 60.00
								<u>\$ 60.00</u>
03/28/2024	Nathan Lange	232390	Sign Permit for Two Signs 24-813	(03/28/2024) -	N	Sign Permit	100-32217-	\$ 100.00
							Sign Permit	100-32217-
								<u>\$ 100.00</u>
								<u>\$ 200.00</u>
03/28/2024	James Tucker	232391	Driveway Access Permit Application Fee 30651 Brown Blvd PID26270545	(03/28/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
								<u>\$ 25.00</u>

Fund Name: Funds

Date Range: 03/01/2024 To 03/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
03/28/2024	Shannon Hilts	232392	City Hall Rental 4/27/24 Shannon Hilts	(03/28/2024) -	N	MISCELLANEOUS REVENUES	100-36200-	\$ 20.00
								<u>\$ 20.00</u>
03/31/2024	First National Bank	232393	checking and savings interest	(03/31/2024) -	N	Interest Earning	100-36210-	\$ 4.68
						Interest Earning	404-36210-	\$ 28.90
								<u>\$ 33.58</u>
03/31/2024	PMA 4M	232394	MM and Bond interest and dividends	(03/31/2024) -	N	Interest Earning	100-36210-	\$ 394.07
						Interest Earning	100-36210-	\$ 2,872.95
						Interest Earning	415-36210-	\$ 606.67
								<u>\$ 3,873.69</u>
03/31/2024	First National Bank	232395	CD interest	(03/31/2024) -	N	Interest Earning	401-36210-	\$ 129.13
								<u>\$ 129.13</u>
Total for Selected Receipts								<u>\$ 6,661.79</u>



Fund Name: All Funds

Date Range: 03/01/2024 To 03/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
03/11/2024	Crow Wing County Land Services	024284	Recording Fee-Amended Repayment Agreement for Alison Collins34319 Summer Ave. SCDP	N	Recording and Reporting	100-41420-310-	\$ 46.00
		<b>Total For Check</b>	<b>024284</b>				\$ 46.00
03/11/2024	Master Trade Services	024285	SCDP---Invoice # 1785 Remaining billing for Collins Project (34319 Summer Avenue)	N	Economic Development	210-46520-310-	\$ 1,600.00
		<b>Total For Check</b>	<b>024285</b>				\$ 1,600.00
03/11/2024	Metro Sales	024286	INV2472771 Contract Number 32235-02 Acct CO46 Copier Contract base charge	N	Clerk	100-41425-209-	\$ 65.81
		<b>Total For Check</b>	<b>024286</b>				\$ 65.81
03/11/2024	Breen & Person, LTD.	024287	legal services	N	City/Town Attorney	100-41610-304-	\$ 200.00
		<b>Total For Check</b>	<b>024287</b>				\$ 200.00
03/11/2024	Betty Guenin	024288	Cleaning Services	N	General Government Buildings and Plant	100-41940-310-	\$ 100.00
		<b>Total For Check</b>	<b>024288</b>				\$ 100.00
03/11/2024	AT & T Mobility	024289	cell phone-Roger	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
		<b>Total For Check</b>	<b>024289</b>				\$ 30.00
03/11/2024	City of Pequot Lakes	024290	Police Contract Invoice#2344	N	Police Administration	100-42110-315-	\$ 3,433.33
		<b>Total For Check</b>	<b>024290</b>				\$ 3,433.33
03/11/2024	Cascade Computers	024291	Contract	N	Clerk	100-41425-209-	\$ 44.90
		<b>Total For Check</b>	<b>024291</b>				\$ 44.90
03/11/2024	Internal Revenue Service	EFT51706711	February 941 1st quarter 2024	N	Payroll Administration	100-41501-122-	\$ 1,197.27
		<b>Total For Check</b>	<b>EFT51706711</b>				\$ 1,197.27
03/12/2024	Payroll Period Ending 03/09/2024	024292	02/25 - 03/09/24 pay period	N	Council/Town Board	100-41110-106-	\$ 230.87
		<b>Total For Check</b>	<b>024292</b>				\$ 230.87
03/12/2024	Payroll Period Ending 03/09/2024	024293	02/25 - 03/09/24 pay period	N	Clerk	100-41425-101-	\$ 711.73

Fund Name: All Funds

Date Range: 03/01/2024 To 03/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		<b>Total For Check</b>	<b>024293</b>				\$  <b>711.73</b>
03/12/2024	Payroll Period Ending 03/09/2024	024294	02/25 - 03/09/24 pay period	N	Payroll Administration	100-41501-131-	\$  305.62
		<b>Total For Check</b>	<b>024294</b>				\$  <b>305.62</b>
03/12/2024	Payroll Period Ending 03/09/2024	024295	02/25 - 03/09/24 pay period	N	Council/Town Board	100-41110-106-	\$  230.87
		<b>Total For Check</b>	<b>024295</b>				\$  <b>230.87</b>
03/12/2024	Payroll Period Ending 03/09/2024	024296	02/25 - 03/09/24 pay period	N	Council/Town Board	100-41110-106-	\$  230.87
		<b>Total For Check</b>	<b>024296</b>				\$  <b>230.87</b>
03/12/2024	Payroll Period Ending 03/09/2024	024297	02/25 - 03/09/24 pay period	N	Clerk	100-41425-101-	\$  982.78
		<b>Total For Check</b>	<b>024297</b>				\$  <b>982.78</b>
03/12/2024	Payroll Period Ending 03/09/2024	024298	02/25 - 03/09/24 pay period	N	Payroll Administration	100-41501-131-	\$  196.41
		<b>Total For Check</b>	<b>024298</b>				\$  <b>196.41</b>
03/12/2024	Payroll Period Ending 03/09/2024	024299	02/25 - 03/09/24 pay period	N	Payroll Administration	100-41501-131-	\$  117.36
		<b>Total For Check</b>	<b>024299</b>				\$  <b>117.36</b>
03/12/2024	Payroll Period Ending 03/09/2024	024300	02/25 - 03/09/24 pay period	N	Public Works/Maintenance	100-43102-103-	\$  378.23
		<b>Total For Check</b>	<b>024300</b>				\$  <b>378.23</b>
03/12/2024	Payroll Period Ending 03/09/2024	024301	02/25 - 03/09/24 pay period	N	Council/Town Board	100-41110-106-	\$  277.05
		<b>Total For Check</b>	<b>024301</b>				\$  <b>277.05</b>
03/12/2024	Payroll Period Ending 03/09/2024	024302	02/25 - 03/09/24 pay period	N	Public Works/Maintenance	100-43102-103-	\$  67.84
		<b>Total For Check</b>	<b>024302</b>				\$  <b>67.84</b>
03/12/2024	Payroll Period Ending 03/09/2024	024303	02/25 - 03/09/24 pay period	N	Council/Town Board	100-41110-106-	\$  230.87
		<b>Total For Check</b>	<b>024303</b>				\$  <b>230.87</b>
03/16/2024	Xcel Energy	EFTE1AAB	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$  306.88
		<b>Total For Check</b>	<b>EFTE1AAB</b>				\$  <b>306.88</b>
03/18/2024	Cardmember Services	024304	Shop racking, toilet repair, postage, office supplies, pizza for joint meeting	N	Council/Town Board	100-41110-438-	\$ 95.00
		024304			Clerk	100-41425-201-	\$  24.70
		024304				100-41425-322-	\$  68.00
		024304				100-41425-433-	\$ 24.95
		024304			Public Works/Maintenance	100-43102-215-	\$ 413.09

Fund Name: All Funds

Date Range: 03/01/2024 To 03/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		<b>Total For Check</b>	<b>024304</b>				\$  <b>625.74</b>
03/18/2024	MN Power	024305	Street lights and electricity	N	General Government Buildings and Plant	100-41940-381-	\$ 222.62
		024305			Street Lighting	100-43160-381-	\$  762.87
		<b>Total For Check</b>	<b>024305</b>				\$  <b>985.49</b>
03/18/2024	TDS	024306	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$  177.86
		<b>Total For Check</b>	<b>024306</b>				\$  <b>177.86</b>
03/18/2024	Master Trade Services	024307	May Kelsey project - SDCP funds	N	Economic Development	210-46520-310-	\$  24,075.00
		<b>Total For Check</b>	<b>024307</b>				\$  <b>24,075.00</b>
03/18/2024	PERA	EFT0741173	02/25/24-3/09/24 pay period	N	Clerk	100-41425-115-	\$ 81.03
		EFT0741173				100-41425-115-	\$ 59.02
		EFT0741173			Payroll Administration	100-41501-121-	\$ 194.65
		EFT0741173			Public Works/Maintenance	100-43102-115-	\$  28.64
		<b>Total For Check</b>	<b>EFT0741173</b>				\$  <b>363.34</b>
03/18/2024	State of IA	EFT2433522	CSE 02/25-3/9/24 Pay Period	N	Clerk	100-41425-175-	\$  60.00
		<b>Total For Check</b>	<b>EFT2433522</b>				\$  <b>60.00</b>
03/25/2024	Thurlow Hardware	024308	fasteners and multi-material Trans #s B227457 and B227459	N	Public Works/Maintenance	100-43102-215-	\$  29.89
		<b>Total For Check</b>	<b>024308</b>				\$  <b>29.89</b>
03/25/2024	Echo Journal	024309	annual print delivery subscription	N	Council/Town Board	100-41110-433-	\$  151.09
		<b>Total For Check</b>	<b>024309</b>				\$  <b>151.09</b>
03/25/2024	Pequot Lakes Sanitation	024310	Monthly garbage service	N	Waste (Refuse) Collection	100-43230-384-	\$  45.34
		<b>Total For Check</b>	<b>024310</b>				\$  <b>45.34</b>
03/25/2024	Crow Wing Power	024311	Electric Service	N	Street Lighting	100-43160-381-	\$  24.00
		<b>Total For Check</b>	<b>024311</b>				\$  <b>24.00</b>
03/25/2024	Joe Johnson Septic Service	024312	Jet septic system	N	General Government Buildings and Plant	100-41940-310-	\$  290.00
		<b>Total For Check</b>	<b>024312</b>				\$  <b>290.00</b>
03/25/2024	Krista Okerman	024313	Mileage and Expenses for Clerk's Conference	N	Clerk	100-41425-331-	\$ 175.69

Fund Name: All Funds

Date Range: 03/01/2024 To 03/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		<b>Total For Check</b>	<b>024313</b>				\$ <u>175.69</u>
03/25/2024	Cassandra Delougherty	024314	Clerk's conference expenses	N	Clerk	100-41425-331-	\$ <u>129.69</u>
		<b>Total For Check</b>	<b>024314</b>				\$ <u>129.69</u>
03/26/2024	Payroll Period Ending 03/26/2024	024315	03/10 - 03/23/24 pay period	N	Clerk	100-41425-101-	\$ <u>850.30</u>
		<b>Total For Check</b>	<b>024315</b>				\$ <u>850.30</u>
03/26/2024	Payroll Period Ending 03/26/2024	024316	03/10 - 03/23/24 pay period	N	Clerk	100-41425-101-	\$ <u>1,583.44</u>
		<b>Total For Check</b>	<b>024316</b>				\$ <u>1,583.44</u>
03/26/2024	Payroll Period Ending 03/26/2024	024317	03/10 - 03/23/24 pay period	N	Public Works/Maintenance	100-43102-103-	\$ <u>495.48</u>
		<b>Total For Check</b>	<b>024317</b>				\$ <u>495.48</u>
03/26/2024	Northland Fire Protection	024318	Fire Extinguisher service	N	General Government Buildings and Plant	100-41940-401-	\$ <u>416.25</u>
		<b>Total For Check</b>	<b>024318</b>				\$ <u>416.25</u>
03/26/2024	State of IA	EFT2438779	CSE 02/25-3/9/24 Pay Period	N	Clerk	100-41425-175-	\$ <u>60.00</u>
		<b>Total For Check</b>	<b>EFT2438779</b>				\$ <u>60.00</u>
03/26/2024	PERA	EFT743150	02/25/24-3/09/24 pay period	N	Clerk	100-41425-115-	\$ <u>136.44</u>
		EFT743150				100-41425-115-	\$ <u>70.16</u>
		EFT743150			Payroll Administration	100-41501-121-	\$ <u>281.67</u>
		EFT743150			Public Works/Maintenance	100-43102-115-	\$ <u>37.52</u>
		<b>Total For Check</b>	<b>EFT743150</b>				\$ <u>525.79</u>
<b>Total For Selected Checks</b>							\$ <u>42,049.08</u>

For the month ending:

March 31, 2024

Bank account

Account #

Balance

**First National Bank**

Checking (NOW)

XXX359

131,100.28

Savings

XXXX989

46,049.41

4-year CD

XXXXXX423

57,678.63

**4 M Fund**

Bond

XXX201

136,021.83

Money Market

XXX101

14.37

Money Market - Street Reserves

XX102

59,040.26

CD #1359947-1 (Mat. 9/16/2024)

100,000.00

TS #296779-1 (Mat. 4/30/24)

50,000.00

TS #297288-1 Mat. 8/26/24

100,000.00

**4M Fund TOTAL**

**445,076.46**

**Assigned Operational (6 months)**

198,369.40

**Operational Reserve**

57,678.63

**Committed Funds**

260,344.88

**Debt Service**

133,661.09

**Fund Balance Total**

**650,054.00**

**Committed Funds Breakdown**

Future Streets

200,850.70 (4M fund)

Parks and Rec

10,423.91 **3,307.50 chips**

Gambling Proceeds

23,806.07

Heavy Equipment

13,469.55

**SCDP**

**10,018.36**

**EEP Grant**

**934.88**

ARPA

1,253.37 \*50K allocated

**TOTAL**

**260,756.84**

Committed Funds total balance to remain unchanged unless approved by City Council.

O/S Checks O/S Deposits Ending Bal. Check # O/S check amt.

29,850.78

101,249.50

24210

325.00

46,049.41

24285

1,600.00

0.00

0.00

57,678.63

24292

230.87

0.00

24295

230.87

136,021.83

24306

177.86

14.37

24307

24,075.00

59,040.26

24308

29.89

100,000.00

24309

151.09

0.00

24310

45.34

50,000.00

24311

24.00

100,000.00

24312

290.00

Totals

650,054.00

✓

24313

175.69

Cash per CTAS

650,054.00

✓

24316

1,583.44

Difference

0.00

✓

24318

416.25

**29,850.78**

EEP

**\$500 donation** \$10K Sourcewell (3/24/21)

\$5K Region V (3/28/22)

\$5K City Approved (3/28/22)

SCDP

\$5K - City approved (11/9/2020)

\$10K Brainerd HRA (5/3/22)

**SCDP, EEP Grant funds to remain in checking to allow for expenditures upon approved 2022 CC projects.**

April 2024

For the Period : 4/1/2024 To 4/30/2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$318,094.73	\$4,636.89	\$39,741.68	\$282,989.94	\$4,893.29	\$11,804.00	\$289,900.65
CARES/ARPA	\$1,253.37	\$0.00	\$0.00	\$1,253.37	\$0.00	\$0.00	\$1,253.37
Small Cities Development Program	(\$46,745.24)	\$0.00	\$0.00	(\$46,745.24)	\$0.00	\$1,600.00	(\$45,145.24)
Charitable Gambling Fund	\$28,298.81	\$0.00	\$0.00	\$28,298.81	\$0.00	\$0.00	\$28,298.81
2023A Improvement Program Fund Account	\$202,579.05	\$0.00	\$135.00	\$202,444.05	\$0.00	\$0.00	\$202,444.05
4-year CD #10096423 - Ops Reserve	\$57,678.63	\$0.00	\$0.00	\$57,678.63	\$129.13	\$0.00	\$57,549.50
Savings Account-Committed Funds	\$176,216.13	\$4.17	\$0.00	\$176,220.30	\$28.90	\$0.00	\$176,191.40
2023 Street Improvements Construction	(\$87,321.48)	\$588.48	\$0.00	(\$86,733.00)	\$1,195.15	\$0.00	(\$87,928.15)
Total	\$650,054.00 ✓	\$5,229.54 ✓	\$39,876.68 ✓	\$615,406.86 ✓	\$6,246.47 ✓	\$13,404.00	\$622,564.39

Date

Fund Name: All Funds

Date Range: 04/01/2024 To 04/30/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
04/02/2024	Josh Durham	232396	Land Use Permit 24-814 for addition w/plumbing and garage w/out plumbing PID 26270770	(04/02/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 565.20
								<u>\$ 565.20</u>
04/08/2024	James Tucker	232397	mailbox post and install	(04/08/2024) -	N	Street signs and E-911 signs/addressing	100-34304-	\$ 125.00
								<u>\$ 125.00</u>
04/09/2024	Ebnet Development, LLC	232398	Rezone request application fee	(04/09/2024) -	N	Zoning and Subdivision Fees	100-34103-	\$ 300.00
								<u>\$ 300.00</u>
04/11/2024	Dale & Debra Carlson	232399	Cemetery Deed, 2 burial rights Lot 3D Block 10	(04/11/2024) -	N	Cemetery Revenues	100-34940-	\$ 450.00
								<u>\$ 450.00</u>
04/15/2024	Court Administrator	232400	Ohr Restitution	(04/15/2024) -	N	Compensation for Loss of General Fixed Assets	100-39102-	\$ 200.00
								<u>\$ 200.00</u>
04/16/2024	Pequot Tool & Mfg, Inc.	332201	septic design review and inspection fee for front septic chk#100979	(04/16/2024) -	N	Septic permits	100-32215-	\$ 200.00
								<u>\$ 200.00</u>
04/16/2024	MC2 Invest Inc.	332202	E911 Addressing Fee Jenkins Storage Park L1B1 PID 26220571	(04/16/2024) -	N	E-911 addressing fee	100-32251-	\$ 75.00
								<u>\$ 75.00</u>
04/17/2024	Ebnet Development, LLC	332203	Conditional Use Permit Application Fee PID26220543 TBD Half Mile Rd (CUP for duplexes)	(04/17/2024) -	N	Zoning and Subdivision Fees	100-34103-	\$ 300.00
								<u>\$ 300.00</u>



Fund Name: Funds

Date Range: 04/01/2024 To 04/30/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
04/24/2024	Brian Anderson	332204	Mailbox Post and Install	(04/24/2024) -	N	Street signs and E-911 signs/addressing	100-34304-	\$ 125.00
								<u>\$ 125.00</u>
04/29/2024	Crow Wing County	332205	Fines	(04/12/2024) -	N	Court Fines	100-35101-	\$ 629.91
								<u>\$ 629.91</u>
04/29/2024	Ebnet Development, LLC	332206	Driveway Access Permit, PID 26220543 TBD Half Mile Rd	(04/29/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
								<u>\$ 25.00</u>
04/30/2024	First National Bank	332207	checking and savings interest	(04/30/2024) -	N	Interest Earning	100-36210-	\$ 20.19
						Interest Earning	404-36210-	\$ 4.17
								<u>\$ 24.36</u>
04/30/2024	4M Fund/PMA	332208	Interest - Reserves and GO Bond	(04/30/2024) -	N	Interest Earning	100-36210-	\$ 262.82
						Interest Earning	100-36210-	\$ 1,358.77
						Interest Earning	415-36210-	\$ 588.48
								<u>\$ 2,210.07</u>
Total for Selected Receipts								<u>\$ 5,229.54</u>

Fund Name: All Funds

Date Range: 04/01/2024 To 04/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
04/08/2024	Xcel Energy	024319	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 206.24
		<b>Total For Check</b>	<b>024319</b>				<b>\$ 206.24</b>
04/08/2024	Widseth Smith Nolting & Assoc., Inc	024320	Preparing the 2023 WCA Reporting Form	N	Highways and Streets	301-43101-303-	\$ 135.00
		<b>Total For Check</b>	<b>024320</b>				<b>\$ 135.00</b>
04/08/2024	Crow Wing County Land Services	024321	Property Taxes PID 26340588, PID 26270634 and PID 26260535	N	Legislative Committees and Special Bodies	100-41120-433-	\$ 25.00
		024321				100-41120-433-	\$ 25.00
		024321				100-41120-433-	\$ 25.00
		<b>Total For Check</b>	<b>024321</b>				<b>\$ 75.00</b>
04/08/2024	American Legal Publishing	024322	Ordinance Codification Inv 31592	N	Clerk	100-41425-310-	\$ 1,003.00
		<b>Total For Check</b>	<b>024322</b>				<b>\$ 1,003.00</b>
04/08/2024	Pequot Lakes Sanitation	024323	Monthly garbage service	N	Waste (Refuse) Collection	100-43230-384-	\$ 45.34
		<b>Total For Check</b>	<b>024323</b>				<b>\$ 45.34</b>
04/08/2024	City of Pequot Lakes	024324	Police Contract Invoice#2350	N	Police Administration	100-42110-315-	\$ 3,433.33
		<b>Total For Check</b>	<b>024324</b>				<b>\$ 3,433.33</b>
04/08/2024	Metro Sales	024325	INV2495159 Contract Number 32235-02 Acct CO46 Copier Contract base charge	N	Clerk	100-41425-209-	\$ 65.81
		<b>Total For Check</b>	<b>024325</b>				<b>\$ 65.81</b>
04/08/2024	Breen & Person, LTD.	024326	legal services	N	City/Town Attorney	100-41610-304-	\$ 200.00
		<b>Total For Check</b>	<b>024326</b>				<b>\$ 200.00</b>
04/08/2024	Betty Guenin	024327	Cleaning Services	N	General Government Buildings and Plant	100-41940-310-	\$ 100.00
		<b>Total For Check</b>	<b>024327</b>				<b>\$ 100.00</b>
04/08/2024	AT & T Mobility	024328	cell phone-Roger	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
		<b>Total For Check</b>	<b>024328</b>				<b>\$ 30.00</b>

Fund Name: All Funds

Date Range: 04/01/2024 To 04/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
04/09/2024	Cascade Computers	024329	Contract	N	Clerk	100-41425-209-	\$ 44.90
	<b>Total For Check</b>	<b>024329</b>					<b>\$ 44.90</b>
04/09/2024	Roger Olmscheid	024330	Shop supplies, trash bags, window cleaner, paper towels	N	Public Works/Maintenance	100-43102-215-	\$ 112.96
	<b>Total For Check</b>	<b>024330</b>					<b>\$ 112.96</b>
04/09/2024	Cassandra Delougherty	024331	Mileage for meetings	N	Clerk	100-41425-331-	\$ 174.23
	<b>Total For Check</b>	<b>024331</b>					<b>\$ 174.23</b>
04/09/2024	Pine River Electric	024332	Electrical work at Ballfield	N	Park Areas	100-45202-310-	\$ 755.00
	<b>Total For Check</b>	<b>024332</b>					<b>\$ 755.00</b>
04/09/2024	Payroll Period Ending 04/06/2024	024333	03/24 - 04/06/24 pay period, CC pay, Health Ins.	N	Council/Town Board	100-41110-106-	\$ 230.87
	<b>Total For Check</b>	<b>024333</b>					<b>\$ 230.87</b>
04/09/2024	Payroll Period Ending 04/06/2024	024334	03/24 - 04/06/24 pay period, CC pay, Health Ins.	N	Clerk	100-41425-101-	\$ 1,006.11
	<b>Total For Check</b>	<b>024334</b>					<b>\$ 1,006.11</b>
04/09/2024	Payroll Period Ending 04/06/2024	024335	03/24 - 04/06/24 pay period, CC pay, Health Ins.	N	Payroll Administration	100-41501-131-	\$ 378.97
	<b>Total For Check</b>	<b>024335</b>					<b>\$ 378.97</b>
04/09/2024	Payroll Period Ending 04/06/2024	024336	03/24 - 04/06/24 pay period, CC pay, Health Ins.	N	Council/Town Board	100-41110-106-	\$ 230.87
	<b>Total For Check</b>	<b>024336</b>					<b>\$ 230.87</b>
04/09/2024	Payroll Period Ending 04/06/2024	024337	03/24 - 04/06/24 pay period, CC pay, Health Ins.	N	Council/Town Board	100-41110-106-	\$ 230.87
	<b>Total For Check</b>	<b>024337</b>					<b>\$ 230.87</b>
04/09/2024	Payroll Period Ending 04/06/2024	024338	03/24 - 04/06/24 pay period, CC pay, Health Ins.	N	Clerk	100-41425-101-	\$ 1,309.05
	<b>Total For Check</b>	<b>024338</b>					<b>\$ 1,309.05</b>
04/09/2024	Payroll Period Ending 04/06/2024	024339	03/24 - 04/06/24 pay period, CC pay, Health Ins.	N	Payroll Administration	100-41501-131-	\$ 365.92
	<b>Total For Check</b>	<b>024339</b>					<b>\$ 365.92</b>

Fund Name: All Funds

Date Range: 04/01/2024 To 04/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
04/09/2024	Payroll Period Ending 04/06/2024	024340	03/24 - 04/06/24 pay period, CC pay, Health Ins.	N	Payroll Administration	100-41501-131-	\$ 198.86
		<b>Total For Check</b>	<b>024340</b>				<u>\$ 0/S 198.86</u>
04/09/2024	Payroll Period Ending 04/06/2024	024341	03/24 - 04/06/24 pay period, CC pay, Health Ins.	N	Public Works/Maintenance	100-43102-103-	\$ 646.78
		<b>Total For Check</b>	<b>024341</b>				<u>\$ 0/S 646.78</u>
04/09/2024	Payroll Period Ending 04/06/2024	024342	03/24 - 04/06/24 pay period, CC pay, Health Ins.	N	Council/Town Board	100-41110-106-	\$ 277.05
		<b>Total For Check</b>	<b>024342</b>				<u>\$ 0/S 277.05</u>
04/09/2024	Payroll Period Ending 04/06/2024	024343	03/24 - 04/06/24 pay period, CC pay, Health Ins.	N	Public Works/Maintenance	100-43102-103-	\$ 96.92
		<b>Total For Check</b>	<b>024343</b>				<u>\$ 0/S 96.92</u>
04/09/2024	Payroll Period Ending 04/06/2024	024344	03/24 - 04/06/24 pay period, CC pay, Health Ins.	N	Council/Town Board	100-41110-106-	\$ 230.87
		<b>Total For Check</b>	<b>024344</b>				<u>\$ 230.87</u>
04/09/2024	Dept. of Employment and Econ Dev	EFT13319441	Unemployment Insurance	N	Clerk	100-41425-141-	\$ 2,049.00
		<b>Total For Check</b>	<b>EFT13319441</b>				<u>\$ 2,049.00</u>
04/09/2024	MN Revenue	EFT443744	1st Quarter State Withholding 2024	N	Payroll Administration	100-41501-172-	\$ 392.28
		<b>Total For Check</b>	<b>EFT443744</b>				<u>\$ 392.28</u>
04/09/2024	Internal Revenue Service	EFT4667034	March 941 1st quarter 2024	N	Payroll Administration	100-41501-122-	\$ 1,040.98
		EFT4667034				100-41501-135-	\$ 243.46
		EFT4667034				100-41501-170-	\$ 196.30
		<b>Total For Check</b>	<b>EFT4667034</b>				<u>\$ 1,480.74</u>
04/11/2024	Elan Financial Services	024345	Clerks' conference lodging, MMCI registration, postage, Zoom subscr, No-IP subscr., fuel	N	Council/Town Board	100-41110-433-	\$ 193.59
		024345				100-41110-440-	\$ 50.00
		024345			Clerk	100-41425-201-	\$ 37.71
		024345				100-41425-322-	\$ 9.85
		024345				100-41425-331-	\$ 982.08
		024345				100-41425-440-	\$ 360.00
		024345			General Government Buildings and Plant	100-41940-223-	\$ 104.93

Fund Name: All Funds

Date Range: 04/01/2024 To 04/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		024345				100-41940-223-	\$ 37.73
		024345			Highways and Streets	100-43101-212-	\$ 223.64
		<b>Total For Check</b> 024345					<b>\$ 1,999.53</b>
04/11/2024	LMCIT C/O Berkley Risk Admin.	024346	Liability, property, auto insurance	N	Insurance	100-41960-361-	\$ 1,421.00
		024346				100-41960-362-	\$ 5,708.00
		024346				100-41960-363-	\$ 921.00
		<b>Total For Check</b> 024346					<b>\$ 8,050.00</b>
04/11/2024	A&R Electric LLC	024347	Ballfield lighting and pump house eletrical work - 50% down payment	N	Park Areas	100-45202-520-	\$ 1,189.50
		<b>Total For Check</b> 024347					<b>\$ 1,189.50</b>
04/11/2024	State of IA	EFT2443958	CSE 3/24 - 4/6/24 Pay Period	N	Clerk	100-41425-175-	\$ 60.00
		<b>Total For Check</b> EFT2443958					<b>\$ 60.00</b>
04/11/2024	PERA	EFT745053	3/24 - 4/6/24 Pay Period	N	Clerk	100-41425-115-	\$ 110.83
		EFT745053				100-41425-115-	\$ 82.69
		EFT745053			Payroll Administration	100-41501-121-	\$ 281.54
		EFT745053			Public Works/Maintenance	100-43102-115-	\$ 50.48
		<b>Total For Check</b> EFT745053					<b>\$ 525.54</b>
04/23/2024	MN Power	024348	Street lights and electricity	N	General Government Buildings and Plant	100-41940-381-	\$ 214.17
		024348			Street Lighting	100-43160-381-	\$ 759.23
		<b>Total For Check</b> 024348					<b>\$ 973.40</b>
04/23/2024	TDS	024349	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 177.63
		<b>Total For Check</b> 024349					<b>\$ 177.63</b>
04/23/2024	Crow Wing County Highway Dept.	024350	street signs	N	Highways and Streets	100-43101-226-	\$ 71.28
		<b>Total For Check</b> 024350					<b>\$ 71.28</b>
04/23/2024	Miller McDonald Inc.	024351	2023 Auditing services	N	Accounting	100-41530-301-	\$ 6,925.00
		<b>Total For Check</b> 024351					<b>\$ 6,925.00</b>
04/23/2024	Bjerga's Feed Store	024352	20 bags Greener Grass	N	Weed Control	100-43260-225-	\$ 439.00
		<b>Total For Check</b> 024352					<b>\$ 439.00</b>
04/23/2024	Auto Value	024353	replacement battery for motor	N	Road and Bridge Equipment	100-43126-221-	\$ 168.99



Fund Name: All Funds

Date Range: 04/01/2024 To 04/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	024353				\$ <u>0/5</u> 168.99
04/24/2024	Payroll Period Ending 04/20/2024	024354	04/07 - 04/20/24 pay period	N	Clerk	100-41425-101-	\$ 880.36
		Total For Check	024354				\$ 880.36
04/24/2024	Payroll Period Ending 04/20/2024	024355	04/07 - 04/20/24 pay period	N	Clerk	100-41425-101-	\$ 1,393.04
		Total For Check	024355				\$ 1,393.04
04/24/2024	Payroll Period Ending 04/20/2024	024356	04/07 - 04/20/24 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 856.88
		Total For Check	024356				\$ <u>0/5</u> 856.88
04/24/2024	Payroll Period Ending 04/20/2024	024357	04/07 - 04/20/24 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 38.77
		Total For Check	024357				\$ <u>0/5</u> 38.77
04/30/2024	State of IA	EFT2450030	CSE 4/7 - 4/20/24 Pay Period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2450030				\$ 60.00
04/30/2024	PERA	EFT747120	4/4 - 4/20/24 Pay Period	N	Clerk	100-41425-115-	\$ 118.67
		EFT747120				100-41425-115-	\$ 72.58
		EFT747120			Payroll Administration	100-41501-121-	\$ 300.96
		EFT747120			Public Works/Maintenance	100-43102-115-	\$ 69.58
		Total For Check	EFT747120				\$ 561.79
Total For Selected Checks							\$ 39,876.68

For the month ending:

April 30, 2024

Bank account	Account #	Balance
<b>First National Bank</b>		
Checking (NOW)	XXX359	77,776.10
Savings	XXXX989	46,069.60
4-year CD	XXXXX423	57,678.63
<b>4 M Fund</b>		
Bond	XXX201	136,610.31
Money Market	XXX101	14.37
Money Market - Street Reserves	XX102	59,303.08
CD #1359947-1 (Mat. 9/16/24)		100,000.00
TS #296779-1 (Mat. 4/30/24)		51,358.77
TS #297288-1 (Mat. 8/26/24) 101		100,000.00
<b>4M Fund TOTAL</b>		<b>447,286.53</b>

Assigned Operational (6 months)	163,722.26
Operational Reserve	57,678.63
Committed Funds	260,344.88
Debt Service	133,661.09
<b>Fund Balance Total</b>	<b>615,406.86</b>

Committed Funds Breakdown

Future Streets	200,850.70 (4M fund)
Parks and Rec	10,423.91 <b>3,307.50 chips</b>
Gambling Proceeds	23,806.07
Heavy Equipment	13,469.55
<b>SCDP</b>	<b>10,018.36</b>
EEP Grant	934.88
ARPA	1,253.37 *50K allocated
<b>TOTAL</b>	<b>260,756.84</b>

Committed Funds total balance to remain unchanged unless approved by City Council.

O/S Checks	O/S Deposits	Ending Bal.	Check #	O/S check amt.
13,404.00		64,372.10	24210	325.00
		46,069.60	24285	1,600.00
0.00	0.00	57,678.63	24317	495.48
		0.00	24330	112.96
		136,610.31	24340	198.86
		14.37	24341	646.78
		59,303.08	24342	277.05
		100,000.00	24343	96.92
		0.00	24348	973.40
		51,358.77	24349	177.63
		100,000.00	24350	71.28
	Totals	615,406.86	24351	6,925.00
	Cash per CTAS	615,406.86	24352	439.00
			24353	168.99
	Difference	0.00	24356	856.88
			24357	38.77

**13,404.00**

**EEP**

**\$500 donation** \$10K Sourcewell (3/24/21)

\$5K Region V (3/28/22)

\$5K City Approved (3/28/22)

**SCDP**

\$5K - City approved (11/9/2020)

\$10K Brainerd HRA (5/3/22)

**SCDP, EEP Grant funds to remain in checking to allow for expenditures upon approved 2022 CC projects.**



May 2024

For the Period : 5/1/2024 To 5/31/2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$282,989.94	\$6,820.67	\$44,801.31	\$245,009.30	\$0.00	\$3,072.08	\$248,081.38
CARES/ARPA	\$1,253.37	\$0.00	\$0.00	\$1,253.37	\$0.00	\$0.00	\$1,253.37
Small Cities Development Program	(\$46,745.24)	\$0.00	\$0.00	(\$46,745.24)	\$0.00	\$0.00	(\$46,745.24)
Charitable Gambling Fund	\$28,298.81	\$607.52	\$0.00	\$28,906.33	\$0.00	\$0.00	\$28,906.33
2023A Improvement Program Fund Account	\$202,444.05	\$0.00	\$1,905.00	\$200,539.05	\$0.00	\$0.00	\$200,539.05
4-year CD #10096423 - Ops Reserve	\$57,678.63	\$0.00	\$0.00	\$57,678.63	\$0.00	\$0.00	\$57,678.63
Savings Account-Committed Funds	\$176,220.30	\$19.56	\$0.00	\$176,239.86	\$0.00	\$0.00	\$176,239.86
2023 Street Improvements Construction	(\$86,733.00)	\$0.00	\$0.00	(\$86,733.00)	\$0.00	\$0.00	(\$86,733.00)
<b>Total</b>	<b>\$615,406.86</b> ✓	<b>\$7,447.75</b> ✓	<b>\$46,706.31</b> ✓	<b>\$576,148.30</b> ✓	<b>\$0.00</b>	<b>\$3,072.08</b> ✓	<b>\$579,220.38</b>

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Date

Fund Name: All Funds

Date Range: 05/01/2024 To 05/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
05/06/2024	Richard and Bethany Bean	332209	Preliminary Plat Application and Escrow subdivision Bean Estates PID26260528	(05/06/2024) -	N	Zoning and Subdivision Fees	100-34103-	\$ 3,000.00
								<u>\$ 3,000.00</u>
05/06/2024	James Tucker	332210	Land Use Permit 24-817 PID 26270545	(05/06/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 777.60
								<u>\$ 777.60</u>
05/08/2024	Mike & Becky Durham	332211	Cemetery Lot Lot 2A Block 14 2 burial rights	(05/08/2024) -	N	Cemetery Revenues	100-34940-	\$ 450.00
								<u>\$ 450.00</u>
05/08/2024	Planet Solarity	332212	Commercial CUP Application Americlnn solar PID26030512	(05/08/2024) -	N	Zoning and Subdivision Fees	100-34103-	\$ 400.00
								<u>\$ 400.00</u>
05/13/2024	Dan Hoefs	332213	Driveway Access Permit PID26270559	(05/13/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
								<u>\$ 25.00</u>
05/13/2024	Court Administrator	332214	Ohr Restitution	(05/13/2024) -	N	Compensation for Loss of General Fixed Assets	100-39102-	\$ 200.00
								<u>\$ 200.00</u>
05/20/2024	Sourcewell	332215	Consultant Reimbursement for Ordinance Codification EFT036132	(05/17/2024) -	N	Refunds and reimbursements	100-36240-	\$ 1,711.82
								<u>\$ 1,711.82</u>
05/28/2024	Crow Wing County	332216	April 2024 Fines	(05/13/2024) -	N	Court Fines	100-35101-	\$ 206.61
								<u>\$ 206.61</u>
05/31/2024	First National Bank North	332217	checking and saving acct Interest	(05/31/2024) -	N	Interest Earning	100-36210-	\$ 2.24
							404-36210-	\$ 19.56

Fund Name: All Funds

Date Range: 05/01/2024 To 05/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
							\$	21.80
05/31/2024	4M Fund/PMA	332218	MM interest, Bond Interest	(05/31/2024) -	N	Interest Earning	100-36210-	\$ 47.40
							215-36210-	\$ 607.52
							\$	654.92
Total for Selected Receipts							\$	7,447.75

Fund Name: All Funds

Date Range: 05/01/2024 To 05/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/07/2024	Payroll Period Ending 05/04/2024	024358	4/23 - 5/4/2024 pay period, health ins. & CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024358					\$ 230.87
05/07/2024	Payroll Period Ending 05/04/2024	024359	4/23 - 5/4/2024 pay period, health ins. & CC pay	N	Clerk	100-41425-101-	\$ 835.46
	Total For Check	024359					\$ 835.46
05/07/2024	Payroll Period Ending 05/04/2024	024360	4/23 - 5/4/2024 pay period, health ins. & CC pay	N	Payroll Administration	100-41501-131-	\$ 374.09
	Total For Check	024360					\$ 374.09
05/07/2024	Payroll Period Ending 05/04/2024	024361	4/23 - 5/4/2024 pay period, health ins. & CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024361					\$ 230.87
05/07/2024	Payroll Period Ending 05/04/2024	024362	4/23 - 5/4/2024 pay period, health ins. & CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024362					\$ 230.87
05/07/2024	Payroll Period Ending 05/04/2024	024363	4/23 - 5/4/2024 pay period, health ins. & CC pay	N	Clerk	100-41425-101-	\$ 1,443.44
	Total For Check	024363					\$ 1,443.44
05/07/2024	Payroll Period Ending 05/04/2024	024364	4/23 - 5/4/2024 pay period, health ins. & CC pay	N	Payroll Administration	100-41501-131-	\$ 419.72
	Total For Check	024364					\$ 419.72
05/07/2024	Payroll Period Ending 05/04/2024	024365	4/23 - 5/4/2024 pay period, health ins. & CC pay	N	Payroll Administration	100-41501-131-	\$ 296.65
	Total For Check	024365					\$ 296.65
05/07/2024	Payroll Period Ending 05/04/2024	024366	4/23 - 5/4/2024 pay period, health ins. & CC pay	N	Public Works/Maintenance	100-43102-103-	\$ 909.39
	Total For Check	024366					\$ 909.39
05/07/2024	Payroll Period Ending 05/04/2024	024367	4/23 - 5/4/2024 pay period, health ins. & CC pay	N	Council/Town Board	100-41110-106-	\$ 277.05
	Total For Check	024367					\$ 277.05

Fund Name: All Funds

Date Range: 05/01/2024 To 05/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/07/2024	Payroll Period Ending 05/04/2024	024368	4/23 - 5/4/2024 pay period, health ins. & CC pay	N	Public Works/Maintenance	100-43102-103-	\$ 38.77
	<b>Total For Check</b>	<b>024368</b>					<u>\$ 38.77</u>
05/07/2024	Payroll Period Ending 05/04/2024	024369	4/23 - 5/4/2024 pay period, health ins. & CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
	<b>Total For Check</b>	<b>024369</b>					<u>\$ 230.87</u>
05/07/2024	Crow Wing Power	024370	Electric Service	N	Street Lighting	100-43160-381-	\$ 24.00
	<b>Total For Check</b>	<b>024370</b>					<u>\$ 24.00</u>
05/07/2024	Xcel Energy	024371	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 156.20
	<b>Total For Check</b>	<b>024371</b>					<u>\$ 156.20</u>
05/07/2024	Column Software PBC	024372	PHN CityCodification Inv # 7644C4CF-0001 \$35.02 PHN Ebnet RezoneInv # 9021B555-0001 \$29.24	N	Planning and Zoning	100-41910-351-	\$ 35.02
		024372				100-41910-351-	\$ 29.24
	<b>Total For Check</b>	<b>024372</b>					<u>\$ 64.26</u>
05/07/2024	Pequot Lakes Sanitation	024373	garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 45.34
	<b>Total For Check</b>	<b>024373</b>					<u>\$ 45.34</u>
05/07/2024	State of IA	EFT2454683	CSE 4/21 - 5/4/24 Pay Period	N	Clerk	100-41425-175-	\$ 60.00
	<b>Total For Check</b>	<b>EFT2454683</b>					<u>\$ 60.00</u>
05/07/2024	Internal Revenue Service	EFT50597034	April 941 2nd quarter 2024	N	Payroll Administration	100-41501-122-	\$ 1,269.18
		EFT50597034				100-41501-135-	\$ 296.82
		EFT50597034				100-41501-170-	\$ 257.30
	<b>Total For Check</b>	<b>EFT50597034</b>					<u>\$ 1,823.30</u>
05/07/2024	PERA	EFT748684	04/21 - 05/04/24 pay period	N	Clerk	100-41425-115-	\$ 123.37
		EFT748684				100-41425-115-	\$ 68.97
		EFT748684			Payroll Administration	100-41501-121-	\$ 307.73
		EFT748684			Public Works/Maintenance	100-43102-115-	\$ 74.36
	<b>Total For Check</b>	<b>EFT748684</b>					<u>\$ 574.43</u>

Fund Name: All Funds

Date Range: 05/01/2024 To 05/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/10/2024	Steve Schermann	024375	Invoice #4923 Final Payment for Pump House Constr& Materials Steve Schermann Construction	N	General Government Buildings and Plant	100-41940-520-	\$ 6,089.11
		<b>Total For Check</b>	<b>024375</b>				\$  <b>6,089.11</b>
05/13/2024	Tri-County Septic Inspection	024376	3457 Veteran's St Pequot Tool, and 2936 Laura Rose Circle (Hoefs) septic design review	N	New Sewer Services	100-43254-310-	\$ 70.00
		<b>Total For Check</b>	<b>024376</b>				\$  <b>70.00</b>
05/13/2024	Schrupp Excavating	024377	3 hours grading on 4/18/24 Inv # 20240095	N	Highways and Streets	100-43101-405-	\$ 405.00
		<b>Total For Check</b>	<b>024377</b>				\$  <b>405.00</b>
05/13/2024	Wicks Advanced Drain Cleaning LLC	024378	Invoice#1956-televise main sewer line-low spots flagged and broken cleanout	N	Sanitary Sewer Maintenance	100-43252-310-	\$ 225.00
		<b>Total For Check</b>	<b>024378</b>				\$  <b>225.00</b>
05/13/2024	A&R Electric LLC	024379	Ballfield lighting and pump house eletrical work - Invoice #1407 final payment	N	Park Areas	100-45202-520-	\$ 1,189.50
		<b>Total For Check</b>	<b>024379</b>				\$  <b>1,189.50</b>
05/13/2024	Betty Guenin	024380	Cleaning Services	N	General Government Buildings and Plant	100-41940-310-	\$ 100.00
		<b>Total For Check</b>	<b>024380</b>				\$  <b>100.00</b>
05/13/2024	AT & T Mobility	024381	cell phone-Roger	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
		<b>Total For Check</b>	<b>024381</b>				\$  <b>30.00</b>
05/13/2024	Breen & Person, LTD.	024382	legal services	N	City/Town Attorney	100-41610-304-	\$ 200.00
		<b>Total For Check</b>	<b>024382</b>				\$  <b>200.00</b>
05/13/2024	Cascade Computers	024383	Contract	N	Clerk	100-41425-209-	\$ 44.90
		<b>Total For Check</b>	<b>024383</b>				\$  <b>44.90</b>
05/13/2024	SafetyFirst Playground Maintenance	024384	Nature'sPlus ASTM Compliant Playground Safety Surfacing 90CY@\$25.89/ea Inv#9259	N	Park Areas	100-45202-225-	\$ 2,330.10
		<b>Total For Check</b>	<b>024384</b>				\$  <b>2,330.10</b>



Fund Name: All Funds

Date Range: 05/01/2024 To 05/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/13/2024	First Impressions	024385	Letterhead retron envelopes, business cards	N	Clerk	100-41425-202-	\$ 433.88
		<b>Total For Check</b>	<b>024385</b>				\$  433.88
05/13/2024	M-R Sign Co. Inc.	024386	Fire markers, Puoalak and Laura Rose Circle signs	N	Public Works/Maintenance	100-43102-226-	\$ 355.73
		<b>Total For Check</b>	<b>024386</b>				\$  355.73
05/13/2024	Widseth Smith Nolting & Assoc., Inc	024387	Whitetail Hollows Development	N	Highways and Streets	301-43101-303-	\$ 1,905.00
		<b>Total For Check</b>	<b>024387</b>				\$  1,905.00
05/13/2024	Thurlow Hardware	024388	Spray paint	N	Public Works/Maintenance	100-43102-215-	\$ 13.98
		<b>Total For Check</b>	<b>024388</b>				\$  13.98
05/13/2024	Metro Sales	024389	copier contract	N	Clerk	100-41425-209-	\$ 319.43
		<b>Total For Check</b>	<b>024389</b>				\$  319.43
05/13/2024	Crow Wing County Land Services	024390	E-911 addressing (Hoefs, McDonald)	N	General Government Buildings and Plant	100-41940-226-	\$ 50.00
		<b>Total For Check</b>	<b>024390</b>				\$  50.00
05/13/2024	AAA Rental Inc	024391	oil and oil filter	N	Road and Bridge Equipment	100-43126-221-	\$ 62.41
		<b>Total For Check</b>	<b>024391</b>				\$  62.41
05/13/2024	Schrupp Excavating	024392	3 hours grading on 5/2/24 Inv # 20240194	N	Highways and Streets	100-43101-405-	\$ 405.00
		<b>Total For Check</b>	<b>024392</b>				\$  405.00
05/13/2024	Paul Bunyan Scenic Byway	024393	2024 Panel Partner dues	N	Council/Town Board	100-41110-433-	\$ 200.00
		<b>Total For Check</b>	<b>024393</b>				\$  200.00
05/14/2024	City of Pequot Lakes	024394	Fire Contract Invoice #2364, Police Contract Invoice #2362	N	Police Administration	100-42110-315-	\$ 3,433.33
		024394			Fire Administration	100-42210-314-	\$ 12,962.00
		<b>Total For Check</b>	<b>024394</b>				\$  16,395.33
05/14/2024	MN Power	024395	Street lights and electricity	N	General Government Buildings and Plant	100-41940-381-	\$ 113.43
		024395			Street Lighting	100-43160-381-	\$ 851.21
		<b>Total For Check</b>	<b>024395</b>				\$  964.64
05/21/2024	Payroll Period Ending 05/18/2024	024396	5/5 - 5/18/24 pay period	N	Clerk	100-41425-101-	\$ 1,182.93



Fund Name: All Funds

Date Range: 05/01/2024 To 05/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	024396				\$  1,182.93
05/21/2024	Payroll Period Ending 05/18/2024	024397	5/5 - 5/18/24 pay period	N	Clerk	100-41425-101-	\$  1,348.24
		Total For Check	024397				\$  1,348.24
05/21/2024	Payroll Period Ending 05/18/2024	024398	5/5 - 5/18/24 pay period	N	Public Works/Maintenance	100-43102-103-	\$  916.90
		Total For Check	024398				\$  916.90
05/22/2024	Cassandra Delougherty	024399	MMCI Institute Mileage and meals reimbursement, one roll of postage stamps	N	Clerk	100-41425-322-	\$ 68.00
		024399				100-41425-440-	\$ 210.92
		Total For Check	024399				\$  278.92
05/22/2024	TDS	024400	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 177.63
		Total For Check	024400				\$  177.63
05/22/2024	Elan Financial Services	024401	office supplies, No-IP subscr., fuel, flag for cemetery	N	Council/Town Board	100-41110-433-	\$ 69.99
		024401			Clerk	100-41425-201-	\$ 114.38
		024401			Highways and Streets	100-43101-212-	\$ 82.14
		024401			Cemetery	100-49010-438-	\$ 24.98
		Total For Check	024401				\$  291.49
05/22/2024	Schrupp Excavating	024402	3.75 hours 259 Bobcat, 4hrs Labor, and seed for 2nd St ditching on 5/10/24 Inv # 20240251	N	Highways and Streets	100-43101-405-	\$ 908.75
		Total For Check	024402				\$  908.75
05/22/2024	State of IA	EFT2461410	CSE 5/5 - 5/18-24 Pay Period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2461410				\$  60.00
05/22/2024	PERA	EFT750743	05/05 - 05/18/24 pay period	N	Clerk	100-41425-115-	\$ 114.49
		EFT750743				100-41425-115-	\$ 98.21
		EFT750743			Payroll Administration	100-41501-121-	\$ 332.00
		EFT750743			Public Works/Maintenance	100-43102-115-	\$ 75.04
		Total For Check	EFT750743				\$  619.74
05/22/2024	Xcel Energy	EFT96aad	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 84.97

Fund Name: All Funds

Date Range: 05/01/2024 To 05/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	EFT96aad				\$ 84.97
05/28/2024	White Cap L.P.	024403	Inv10019921278 R73243600:22125 Diesel Melter Applicator 43600 Crafc0 Rental 1 day rental	N	Highways and Streets	100-43101-224-	\$ 550.00
		Total For Check	024403				\$ O/S 550.00
05/28/2024	Column Software PBC	024404	Inv# 3878871B-0001 Newspaper publication of O-24-32 Ordinance Notice	N	Planning and Zoning	100-41910-351-	\$ 173.15
		Total For Check	024404				\$ O/S 173.15
05/28/2024	Crow Wing Power	024405	Electric Service	N	Street Lighting	100-43160-381-	\$ 24.00
		Total For Check	024405				\$ O/S 24.00
05/28/2024	Tri-County Septic Inspection	024406	Design Review James Tucker 34651 Brown Blvd PID 26270545	N	New Sewer Services	100-43254-310-	\$ 35.00
		Total For Check	024406				\$ O/S 35.00
Total For Selected Checks							\$ 46,706.31

For the month ending:

May 31, 2024

Bank account

Account #

Balance

**First National Bank**

Checking (NOW)

XXX359

27,511.14

Savings

XXXX989

46,089.16

4-year CD

XXXXX423

57,678.63

**4 M Fund**

Bond

XXX201

137,217.83

Money Market

XXX101

14.37

Money Market - Street Reserves

XX102

10,709.25

CD #1359947-1 (Mat. 9/16/24)

100,000.00

0.00

TS #297288-1 (Mat. 8/26/24)

XXX101

100,000.00

TS #297657-1 (Mat. 11/26/24)

100,000.00

**4M Fund TOTAL**

**447,941.45**

**Assigned Operational (6 months)**

124,463.70

**Operational Reserve**

57,678.63

**Committed Funds**

260,344.88

**Debt Service**

133,661.09

**Fund Balance Total**

**576,148.30**

**Committed Funds Breakdown**

Future Streets

200,850.70 (4M fund)

Parks and Rec

10,423.91 **3,307.50 chips**

Gambling Proceeds

23,806.07

Heavy Equipment

13,469.55

**SCDP**

**10,018.36**

**EEP Grant**

**934.88**

ARPA

1,253.37 \*50K allocated

**TOTAL**

**260,756.84**

Committed Funds total balance to remain unchanged unless approved by City Council.

O/S Checks O/S Deposits Ending Bal. Check # O/S check amt.

3,072.08

24,439.06

24210

325.00

46,089.16

24358

230.87

0.00

0.00

57,678.63

24367

277.05

0.00

24368

38.77

137,217.83

24376

70.00

14.37

24397

1,348.24

10,709.25

24403

550.00

100,000.00

24404

173.15

0.00

24405

24.00

100,000.00

24406

35.00

100,000.00

Totals

576,148.30

Cash per CTAS

576,148.30

Difference

0.00

3,072.08

**EEP**  
\$500 donation \$10K Sourcewell (3/24/21)

\$5K Region V (3/28/22)  
\$5K City Approved (3/28/22)

**SCDP**  
\$5K - City approved (11/9/2020)  
\$10K Brainerd HRA (5/3/22)

**SCDP, EEP Grant funds to remain in checking to allow for expenditures upon approved 2022 CC projects.**

Date Range : 6/3/2024 To 7/3/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
06/26/2024	Tri-County Septic Inspection	Septic Inspection - Pequot Tool, 3457 Veterans St. 26340720	2442	\$200.00			
					100-43254-310-	New Sewer Services	24451 \$200.00
06/26/2024	Metro Sales	copier contract	2443	\$65.81			
					100-41425-209-	Clerk	24452 \$65.81
06/26/2024	Brainerd HRA	1st quarter admin. fees	2444	\$840.81			
					210-46520-310-	Economic Development	24453 \$840.81
07/01/2024	City of Pequot Lakes	Police Contract Invoice #2376	2445	\$3,433.33			
					100-42110-315-	Police Administration	24454 \$3,433.33
07/01/2024	Dacotah Paper Co.	Invoice 34241 Item SO4100 bath tissue wht hvnly soft 00613796112309	2446	\$70.65			
					100-41940-215-	General Government Buildings and Plant	24455 \$70.65
07/02/2024	Anderson Brothers Construction	Invoice 114438 PO#19532 22.7 ton wash pea rock product- for around ball field pump house	2447	\$795.25			
					100-45202-225-	Park Areas	24456 \$795.25
07/02/2024	Schrupp Excavating	Inv 20240598 2.5hrs grading 6/24/24	2448	\$337.50			
					100-43101-405-	Highways and Streets	24457 \$337.50
07/02/2024	Betty Guenin	Cleaning Services	2449	\$100.00			
					100-41940-310-	General Government Buildings and Plant	24458 \$100.00
07/02/2024	AT & T Mobility	cell phone-Roger	2450	\$30.00			
					100-43102-321-	Public Works/Maintenance	24459 \$30.00
07/02/2024	Breen & Person, LTD.	legal services	2451	\$200.00			
					100-41610-304-	City/Town Attorney	24460 \$200.00



Date Range : 6/3/2024 To 7/3/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/03/2024	Elite Fence & Deck	Back stop (\$1,850), parking lot ballfield (\$3,450), Veterans fence (\$5,513)	2457	\$10,813.00			
					100-45202-530-	Park Areas	24461 \$10,813.00
07/03/2024	Pequot Lakes Sanitation	garbage service	2458	\$64.65			
					100-41940-384-	General Government Buildings and Plant	24462 \$64.65
07/03/2024	American Solutions for Business	INV07465949 ACCT#ASB0000450278 CTAS checks	2459	\$253.67			
					100-41425-202-	Clerk	24463 \$253.67
07/03/2024	Sourcewell	Planning & Zoning services - general inv #00003115	2460	\$275.00			
					100-41910-311-	Planning and Zoning	24464 \$275.00
Total For Selected Claims				\$17,479.67			\$17,479.67

---

Date



AGENDA ITEM #

6a

### REPORT TO CITY COUNCIL

**Prepared by:** Krista Okerman

**Date:** July 3, 2024

**Subject:** PBSBA videography project

**Report:** Attached please find a draft proposal for the proposed Paul Bunyan Scenic Byway Association videography project. If the Council is interested in this project, I think there are options on how to fund it. Following are some of those options for your consideration and discussion:

- Use the Fines money (this is not taxpayer money)
- Ask if we could pay the bill in two installments, using the Fine money for this year and budget for it next year.
- We will be eligible to apply for Sourcewell's Community Boost Funds next year up to \$1,000.

**Budget Impact:**

**Council Action Requested:** Discussion and action as needed.

## Paul Bunyan Scenic Byway Association Production Proposal – July 2024

### Overview

The Paul Bunyan Scenic Byway Association wishes to contract for the creation of a short video (3 to 4 minutes), for an integrated collection of videos featuring the unique cities and townships along the Byway. The video aims inspire new and expanded interest in the Byway sparking curiosity through visits, experiences, and conversations. This video will focus on the City of Jenkins, celebrating its evolution from a logging camp supply hub to the “Gateway to the Whitefish Chain.” This video will showcase what makes Jenkins a unique and welcoming destination along the Byway.

### Project Description

The video will feature narrated voice-over and interviews to highlight the local lore and history of the community while emphasizing its signature places, activities, and unique stories.

Interviews with local residents and “old-timers” will be overlaid with video and historic photos to show and tell viewers the story of Jenkins and inspire them to explore in person and experience this special destination firsthand.

These interviews will be shot on location and woven together to create a narrative arc that tells a story of a community that is proud of its history and recreational opportunities and natural resources, inviting viewers to explore and experience this special byway destination firsthand.

The Byway Association will provide script guidance, suggestions for profile subjects, digital versions of historic photos and artifacts.

Moore Consulting will be responsible for all production including scripting, shooting, and editing. Videos will be shot at Broadcast Quality 4K and finished programs will be submitted electronically in formats suitable for web and presentation use. Music and voice-over will be included, as well as up to 5, ½ day location shoots to complete interviews and gather footage of places people, and events.

Video Production Estimate     \$4,970

The figures presented in this proposal for creative professional services include acquisition of digital video footage, editing and creation of web-ready and other electronic files. Costs for web hosting, uploading or coding are not included. Changes to the project scope after editing commences may result in additional fees. Timely completion of this project will largely depend upon the availability of participants as well as timing of seasonal events and activities.

**Moore Consulting** specializes in creating videos for web, corporate, training, and broadcast. We work with our clients to identify target markets and craft a message that will inspire and motivate each unique audience.

8089 Ridge Road, Lake Shore, MN 56468  
(218) 963-3409 [kieran@knowmoore.com](mailto:kieran@knowmoore.com)  
[www.knowmoore.com](http://www.knowmoore.com)





AGENDA ITEM # 6b

**REPORT TO CITY COUNCIL**

**Prepared by:** Krista Okerman  
**Date:** July 3, 2024  
**Subject:** Land Acquisition

**Report:** I contacted the person regarding the City's interest in purchasing the property south of the ballfield. She noted that the property owner is in a conservatorship. She is the responsible party. She noted she would let the courts know that there is an interested party in the property. She said if the City were to offer the assessed value, which is \$40,100, there would likely be no issues. I indicated the City would need to look at financing options and possibly consult with the City Attorney. If there is still interest in purchasing this property, the Council could hold a closed meeting to discuss as that is an allowable exception to the Open Meeting Law.

**Budget Impact:** ??

**Council Action Requested:** Discussion and action as needed.



AGENDA ITEM #

7a

### REPORT TO CITY COUNCIL

**Prepared by:** Krista Okerman

**Date:** July 2, 2024

**Subject:** Elections information and write-ins

**Report:** The 2024 Primary Election will be held on Tuesday, August 13<sup>th</sup>. Jenkins is a mail balloting precinct. All registered voters will automatically receive a ballot mailed approximately 30 days before the election. There is a witness requirement and the ballots must be returned to the County by 8 PM on election day. The election day polling place is the County office. Voters can also vote in person at the County office during the absentee/early voting period. The absentee/early voting period is from June 28, 2024 through August 12, 2024 at 5 PM.

Candidate filing begins July 30, 2024 through August 13, 2024 at 5 PM. Local office that will be on the November ballot are as follows:

Mayor	2-year term
Council Member	4-year term
Council Member	4-year term
Council Member (special election)	2-year term

The only Council seat that will not be on the November ballot is Council Member Flategraff's seat.

Cities may adopt a resolution about counting write-in votes for city offices. It may:

- require a write-in candidate to file a written request for their votes to be individually tallied. This request must be filed with the filing officer for that office no later than the 7th day before the general election; or
- require that write-in votes only be individually tallied if the total number of write-in votes is equal or greater than the fewest number of non-write-in votes for a candidate on the ballot.

If nothing is specified by resolution or in charter, all write-in votes are individually tallied without the need for a written request. I have attached a draft resolution for your review and consideration for write-ins.

**Budget Impact:** \$0

**Council Action Requested:** Motion to approve Resolution #24-07-292 (with one of the options).

**CITY OF JENKINS  
RESOLUTION NO. 24-07-292**

**A RESOLUTION GOVERNING WRITE-IN VOTE COUNTING.**

**WHEREAS**, Minnesota Statute § 204B.09, subd. 3 authorizes a city to adopt a resolution governing the counting of write-in votes;

**WHEREAS**, a city that adopts a resolution must do so before the first day of filing for office;

**WHEREAS**, city election officials spend considerable time and resources to count and individually record write-in votes cast, many of which are frivolous; and

**WHEREAS**, in order to save city time and resources, it is in the best interest of the City of Jenkins, to enforce restrictions on the counting of write-in votes consistent with the provisions of Minnesota Statute § 204B.09, subd. 3.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JENKINS, MINNESOTA THAT:



*Choose one of the options below*

Any candidate wishing to have their write-in votes individually recorded must file a written request with the Elections Administrator no later than the seventh day before any municipal election.

OR

Votes for write-in candidates will only be individually recorded if the total number of write-in votes for an office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate for that office.

**BE IT FURTHER RESOLVED**, that pursuant to Minnesota Statute § 204B.09, subd. 3, this resolution shall remain in effect until a subsequent resolution on the same subject is adopted by the City of Jenkins.

Passed by the City Council of Jenkins, Minnesota this 8<sup>th</sup> day of July, 2024.

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Andrew J. Rudlang, Mayor

Attested:

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Krista A. Okerman, City Clerk-Treasurer



AGENDA ITEM #

76

## REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: July 2<sup>th</sup>, 2024  
Subject: Donations

**Report:** Deputy Delougherty dropped donation boxes off for the City of Jenkins Veteran's Memorial Fund at the VFW on Tuesday, June 18<sup>th</sup> to be used during their 50<sup>th</sup> Anniversary Celebration on Thursday, June 20<sup>th</sup> and Friday, June 21<sup>st</sup>. Request slips to be completed by anyone interested in further information on purchasing pavers for the Memorial were also provided. The City of Jenkins received a total of \$224.50 in cash donations, and one (1) completed Memorial Paver information request slip.

Pequot Lakes Diamond Club purchased a new second base for use at the Jenkins Ball Field.

Attached is Resolution 24-06-293 Accepting Donations of \$224.50 cash and a 2<sup>nd</sup> base.

**Requested Action:** Approve Resolution 24-07-293 Accepting Donations to the City of Jenkins.

**CITY OF JENKINS**  
**RESOLUTION NO. 24-07-293**  
**A RESOLUTION ACCEPTING A DONATION TO THE CITY OF JENKINS**

**WHEREAS**, the City of Jenkins is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

**WHEREAS**, the following persons and entities have offered to contribute the cash and/or equipment set forth below to the city:

<u>Name of Donor</u>	<u>Donation</u>
Diamond Club	New 2 <sup>nd</sup> Base
VFW 50 <sup>th</sup> Anniv. Donation Box	\$224.50 Cash donation

**WHEREAS**, the terms or conditions of the donations, if any, are as follows:

<u>Terms or Conditions</u>
Equipment for use at Jenkins Ball Field, and cash to Park Fund for Veteran's Memorial.

**WHEREAS**, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JENKINS, MINNESOTA AS FOLLOWS:

1. The donation described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the Jenkins City Council this 8<sup>th</sup> day of July, 2024.

\_\_\_\_\_  
Andrew Rudlang, Mayor

ATTESTED:

\_\_\_\_\_  
Krista A. Okerman, City Clerk-Treasurer





AGENDA ITEM #

86

## REPORT TO CITY COUNCIL

**Prepared by:** Krista Okerman

**Date:** July 3, 2024

**Subject:** Clerk's/Finance Report

**Report:** Attached please find the Budget VS. Actual report through 6/30/24. At 6 months into the year – we are at approximately 44% of our expenditure budget. I did a few estimations for the areas/line items that have been impacted by the projects done to date as follows:

- After the **STREETS** projects/improvements that have been or are scheduled to be done, I estimate there will be approximately \$2,000 left in the street maintenance budget. We have not received bills for all the projects yet nor have all of them been completed. However, the projects included in my estimation include:
  - Seal coating Brown Blvd. and Shanty Court
  - Application of gravel on Drake Circle
  - Dust control
  - Lilac Street repairs
  - Crack filling
  - Road grading
- After the **PARKS** projects/improvements that have been done or are scheduled to be done, I estimate there will be approximately \$363.45 left in the *park reserves fund*. We have not received bills for all the projects yet, nor have all of them been completed. However the projects included in my estimation include:
  - Finish construction and electrical for pumphouse.
  - Fencing at Veterans Park and fencing and backstop at ballfield.
  - Pea rock for ballfield
  - Wood chips for Veterans Park playground
  - Basketball court crack filling and seal coating (does not include striping)
- A few unforeseen expenses include a new pressure tank for City Hall, televising septic and septic cleanout.
- Wages *may* be over budget in wages at the end of the year due to Public Works completing many of the above projects and an unusually busy year for Administrative Staff with Planning and Zoning applications, Whitetail Hollows, project research, grant research and project follow-up to name a few.

**Budget Impact:**

**Council Action Requested:**

As on 12/31/2024

## General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Current Ad Valorem Taxes	352,000.00	137,623.25	(214,376.75)
<b>Total Acct 310</b>	<b>352,000.00</b>	<b>137,623.25</b>	<b>(214,376.75)</b>
Penalties and Interest on Ad valorem Taxes	500.00	0.00	(500.00)
<b>Total Acct 319</b>	<b>500.00</b>	<b>0.00</b>	<b>(500.00)</b>
Alcoholic Beverages	2,350.00	2,750.00	400.00
<b>Total Acct 321</b>	<b>2,350.00</b>	<b>2,750.00</b>	<b>400.00</b>
Building Permits (Excludes surcharge)	1,500.00	3,040.70	1,540.70
Septic permits	600.00	450.00	(150.00)
Sign Permit	0.00	200.00	200.00
E-911 addressing fee	150.00	150.00	0.00
<b>Total Acct 322</b>	<b>2,250.00</b>	<b>3,840.70</b>	<b>1,590.70</b>
Local Government Aid	29,430.00	0.00	(29,430.00)
Mobile Home Homestead Credit	0.00	92.06	92.06
<b>Total Acct 334</b>	<b>29,430.00</b>	<b>92.06</b>	<b>(29,337.94)</b>
Zoning and Subdivision Fees	1,000.00	5,000.00	4,000.00
<b>Total Acct 341</b>	<b>1,000.00</b>	<b>5,000.00</b>	<b>4,000.00</b>
Street signs and E-911 signs/addressing	0.00	250.00	250.00
<b>Total Acct 343</b>	<b>0.00</b>	<b>250.00</b>	<b>250.00</b>
Cemetery Revenues	0.00	900.00	900.00
<b>Total Acct 349</b>	<b>0.00</b>	<b>900.00</b>	<b>900.00</b>
Court Fines	3,000.00	1,944.87	(1,055.13)
<b>Total Acct 351</b>	<b>3,000.00</b>	<b>1,944.87</b>	<b>(1,055.13)</b>
MISCELLANEOUS REVENUES	300.00	20.00	(280.00)
Interest Earning	0.00	5,503.66	5,503.66
Contributions and Donations from Private Sources	0.00	125.00	125.00
Refunds and reimbursements	1,000.00	5,521.82	4,521.82
<b>Total Acct 362</b>	<b>1,300.00</b>	<b>11,170.48</b>	<b>9,870.48</b>
<b>Total Revenues</b>	<b>391,830.00</b>	<b>163,571.36</b>	<b>(228,258.64)</b>
<b>Other Financing Sources:</b>			
Compensation for Loss of General Fixed Assets	0.00	1,200.00	1,200.00
<b>Total Acct 391</b>	<b>0.00</b>	<b>1,200.00</b>	<b>1,200.00</b>
Escrow Funds	0.00	300.00	300.00
<b>Total Acct 395</b>	<b>0.00</b>	<b>300.00</b>	<b>300.00</b>
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>1,500.00</b>	<b>1,500.00</b>



As on 12/31/2024

## General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Disbursements:</b>			
Council/Town Board			
Transportation: Travel Expense	500.00	0.00	500.00
Council/Commission Wages	14,500.00	7,203.18	7,296.82
Printing and Binding: General Notices and Public Information	0.00	25.93	(25.93)
Miscellaneous: Dues and Subscriptions	2,800.00	1,164.67	1,635.33
Misc.: Undocumented Exp.	0.00	95.00	(95.00)
Misc.: Conferences/Educ.	1,500.00	50.00	1,450.00
Legislative Committees and Special Bodies			
Miscellaneous: Dues and Subscriptions	0.00	75.00	(75.00)
Council/Commission Wages	2,500.00	0.00	2,500.00
<b>Total Acct 411</b>	<b>21,800.00</b>	<b>8,613.78</b>	<b>13,186.22</b>
Elections			
Professional Services	1,200.00	0.00	1,200.00
Recording and Reporting			
Printing and Binding: Legal Notices Publishing	1,000.00	0.00	1,000.00
Professional Services	250.00	230.00	20.00
Clerk			
Wages and Salaries: Full-time Employees-Regular	79,000.00	28,213.44	50,786.56
Employee contribution for PERA	5,925.00	2,367.91	3,557.09
Unemployment Compensation: Insurance Premiums	0.00	4,783.00	(4,783.00)
Child Support	0.00	840.00	(840.00)
Office Supplies	500.00	229.11	270.89
Office Supplies: Duplicating and Copying Supplies	0.00	433.88	(433.88)
Office Contracts	0.00	1,108.80	(1,108.80)
Operating Supplies: Shop/Office Materials	0.00	85.91	(85.91)
Professional Services	0.00	3,423.64	(3,423.64)
Communications: Postage	250.00	417.85	(167.85)
Transportation: Travel Expense	1,000.00	1,516.71	(516.71)
Miscellaneous: Dues and Subscriptions	650.00	177.80	472.20
Misc.: Conferences/Educ.	1,500.00	2,139.77	(639.77)
Refunds and Reimbursements	0.00	(21.88)	21.88
Printing and Binding: Legal Notices Publishing	1,000.00	0.00	1,000.00
Employer Paid Insurance: Health	10,000.00	0.00	10,000.00
Reserves	800.00	0.00	800.00
<b>Total Acct 414</b>	<b>103,075.00</b>	<b>45,945.94</b>	<b>57,129.06</b>
Payroll Administration			
Employer Contributions for Retirement: PERA Contributions	0.00	3,568.47	(3,568.47)
Employer Contributions for Retirement: FICA Contributions	0.00	8,695.42	(8,695.42)
Employer Paid Insurance: Health	0.00	6,038.28	(6,038.28)
Employer Paid Insurance: Medicare	0.00	1,753.60	(1,753.60)
Employee Paid: Income Tax	0.00	1,034.50	(1,034.50)
Employee Paid: Federal Income Tax	0.00	436.04	(436.04)
Employee Paid: State Income Tax	0.00	1,368.63	(1,368.63)
Accounting			
Professional Services: Auditing and Accounting Services	6,925.00	6,925.00	0.00
<b>Total Acct 415</b>	<b>6,925.00</b>	<b>29,819.94</b>	<b>(22,894.94)</b>
City/Town Attorney			
Professional Services: Legal Fees	2,400.00	1,200.00	1,200.00
<b>Total Acct 416</b>	<b>2,400.00</b>	<b>1,200.00</b>	<b>1,200.00</b>
Planning and Zoning			
Printing and Binding: Legal Notices Publishing	0.00	313.91	(313.91)
Professional Services: P & Z Contract	1,000.00	0.00	1,000.00
General Government Buildings and Plant			

As on 12/31/2024

## General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Disbursements:</b>			
Office Contracts	2,500.00	0.00	2,500.00
Repair and Maintenance Supplies: Building Repair Supplies	0.00	142.66	(142.66)
Repair and Maintenance Supplies: Sign Repair Materials	0.00	50.00	(50.00)
Professional Services	0.00	890.00	(890.00)
Communications: Telephone	1,500.00	1,040.90	459.10
Utility Services: Electric Utilities	2,400.00	1,221.41	1,178.59
Utility Services: Gas Utilities	3,500.00	1,103.28	2,396.72
Utility Services: Refuse Disposal	0.00	90.68	(90.68)
Repairs and Maintenance - Contractual: Buildings	2,000.00	416.25	1,583.75
Capital Outlay: Buildings and Structures	0.00	6,089.11	(6,089.11)
<b>Insurance</b>			
Worker's Compensation: Insurance Premiums	0.00	334.00	(334.00)
Insurance: General Liability	1,500.00	1,421.00	79.00
Insurance: Property	6,000.00	5,708.00	292.00
Insurance: Automotive	1,000.00	921.00	79.00
<b>Total Acct 419</b>	<b>21,400.00</b>	<b>19,742.20</b>	<b>1,657.80</b>
<b>Police Administration</b>			
Professional Services: Police Contract	44,205.00	20,599.98	23,605.02
<b>Total Acct 421</b>	<b>44,205.00</b>	<b>20,599.98</b>	<b>23,605.02</b>
<b>Fire Administration</b>			
Professional Services: Fire Contract	12,962.00	12,962.00	0.00
<b>Total Acct 422</b>	<b>12,962.00</b>	<b>12,962.00</b>	<b>0.00</b>
<b>Highways and Streets</b>			
Repair and Maintenance Supplies: Street Maintenance Materials	35,000.00	550.00	34,450.00
Repair and Maintenance Supplies: Sign Repair Materials	1,000.00	71.28	928.72
Contract M&R: Streets	7,500.00	4,488.75	3,011.25
Reserves	42,357.00	0.00	42,357.00
Debt Service: Bond Principal	23,643.00	0.00	23,643.00
Professional Services: Engineering Fees	5,000.00	0.00	5,000.00
<b>Public Works/Maintenance</b>			
Employer Paid Insurance: Health	4,253.65	0.00	4,253.65
Rentals: Machinery and Equipment	750.00	0.00	750.00
Wages and Salaries: Part-time Employees	27,715.00	9,596.11	18,118.89
Employee contribution for PERA	2,100.00	724.78	1,375.22
Operating Supplies: Shop/Office Materials	0.00	1,217.87	(1,217.87)
Repair and Maintenance Supplies: Sign Repair Materials	0.00	355.73	(355.73)
Small Tools and Minor Equipment	750.00	209.95	540.05
Communications: Telephone	360.00	180.00	180.00
<b>Ice and Snow Removal</b>			
Repair and Maintenance Supplies: Street Maintenance Materials	1,650.00	0.00	1,650.00
<b>Road and Bridge Equipment</b>			
Reserves	5,000.00	0.00	5,000.00
Operating Supplies: Motor Fuels	5,000.00	990.74	4,009.26
Repair and Maintenance Supplies: Equipment Parts	1,000.00	1,611.26	(611.26)
Miscellaneous: Dues and Subscriptions	0.00	42.50	(42.50)
<b>Street Lighting</b>			
Utility Services: Electric Utilities	8,000.00	4,772.01	3,227.99
<b>Total Acct 431</b>	<b>171,078.65</b>	<b>24,810.98</b>	<b>146,267.67</b>
<b>Waste (Refuse) Collection</b>			
Utility Services: Refuse Disposal	500.00	200.14	299.86
<b>Sanitary Sewer Maintenance</b>			
Professional Services	0.00	225.00	(225.00)

As on 12/31/2024

## General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Disbursements:</b>			
New Sewer Services			
Professional Services	0.00	105.00	(105.00)
Weed Control			
Repair and Maintenance Supplies: Landscaping Materials	1,200.00	439.00	761.00
<b>Total Acct 432</b>	<b>1,700.00</b>	<b>969.14</b>	<b>730.86</b>
Park Areas			
Repair and Maintenance Supplies: Equipment Parts	0.00	871.88	(871.88)
Repair and Maintenance Supplies: Landscaping Materials	0.00	2,330.10	(2,330.10)
Professional Services	0.00	755.00	(755.00)
Repairs and Maintenance - Contractual: Buildings	0.00	195.00	(195.00)
Capital Outlay: Buildings and Structures	0.00	2,379.00	(2,379.00)
Reserves	4,500.00	0.00	4,500.00
Repair and Maintenance Supplies: Building Repair Supplies	1,500.00	0.00	1,500.00
<b>Total Acct 452</b>	<b>6,000.00</b>	<b>6,530.98</b>	<b>(530.98)</b>
Wetland Credit			
Professional Services: Engineering Fees	300.00	0.00	300.00
<b>Total Acct 461</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>
Cemetery			
Misc.: Undocumented Exp.	0.00	24.98	(24.98)
<b>Total Acct 490</b>	<b>0.00</b>	<b>24.98</b>	<b>(24.98)</b>
<b>Total Disbursements</b>	<b>391,845.65</b>	<b>171,219.92</b>	<b>220,625.73</b>
<b>Other Financing Uses:</b>			
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Cash Balance		352,519.88	
Total Receipts and Other Financing Sources		165,071.36	
Total Disbursements and Other Financing Uses		171,219.92	
Cash Balance as of 12/31/2024		346,371.32	



AGENDA ITEM #

8c

### REPORT TO CITY COUNCIL

**Prepared by:** Krista Okerman

**Date:** July 3, 2024

**Subject:** Parks Report

**Report:** Per Council Member Haff a determination has been made for the flag display. This will be presented at the meeting for final approval as well as some discussion on tree removal.

**Budget Impact:** Approximately \$5K for flags, flagpoles and installation. (To come out of Gambling Fund proceeds).

**Council Action Requested:** Discussion and action as needed.